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DDA 84-0046/20
25 May 1984

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 25 May 1984

1. Progress reports on tasks assigned by the DCI/DDCI:

Various elements of the Directorate worked closely with White House staffers and other Agency offices to ensure the successful groundbreaking ceremony on 24 May.

2. Items/events of interest:

a. The bid opening for the powerhouse modifications was held at GSA on 22 May. Twelve bids were received. Although formal notification of a winner has not yet been made, it appears that the contract price will be \$16,000,000, somewhat less than the Agency had anticipated.

b. Representatives of the Charles E. Smith Management Company and the Office of Logistics met to discuss the leasing costs of the Key Building (1200 Wilson Boulevard) parking garage. Separate surveys showed a variance of monthly costs between \$78 and \$70 per month per parking space. Both parties are now reviewing the lease terms.

c. Examples of excellence:

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SUBJECT: Weekly Report for Period Ending 25 May 1984

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(2) Office of Personnel representatives continue the maintenance of the DCI's excellence program by providing briefings on a variety of personnel related issues such as benefits and services, personnel planning, recruitment and implementation of the DCI's excellence items. Groups briefed include the Midcareer Course, Management Development Course, the Advanced Intelligence Seminar, Overseas Orientation Course, the COS Seminar, as well as many Office and Division Staff meetings.

d. On the basis of information provided to OP by Mutual of Omaha, it appears Association Benefit Plan (ABP) benefits will be increased and premiums will be reduced for 1985. The Office of Personnel presented the proposed 1985 ABP rates to the Government Employees Health Association Board of Directors at the 21 May meeting. Specific details will be made available when known.

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SUBJECT: Weekly Report for Period Ending 25 May 1984

h. An OTE Language School senior Russian instructor, has produced a book "Getting About in Russian" for English speakers planning to travel in the Soviet Union. The 400 page book contains 40 chapters presenting the most essential topics for everyday conversation. Each chapter is accompanied by cartoons and illustrations pertaining to the theme of that chapter. The book will be distributed to all U.S. Government language schools as well as to interested offices throughout the Intelligence Community.

i. The first week of the Midcareer Course No. 89 was highlighted by evening sessions with the Executive Director, who discussed the management of CIA from an historical perspective, and the DDA, who gave candid consideration to the major issues in his Directorate that affect the entire Agency.

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k. The Office of Communications has begun video recording technical and operational training courses on the older systems and equipments being replaced through the Capitalization effort. The purpose of this is to archive the information for historical purposes, as well as have it available in a format which could easily be used as a training aid should the need arise.

l. The final screening of the 198 cubic feet of OSS records held by NARS has been completed. Agency representatives conducting the screening found a modest amount of material that required protection, mostly foreign government information, and it was marked appropriately. Guidance was also provided for review of OSS records yet to be accessioned. The screening of the remaining OSS records (approximately 2,800 cubic feet) will be done at the Agency Archives and Records Center (AARC).

m. The Archivist and Records Officer for the National Security Agency and several members of his staff visited OIS on 23 May to be briefed on the Agency's records management program. After the meeting, NSA and Agency representatives traveled to the Records Center [] for a briefing and tour of the facility.

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3. Significant activities anticipated during the coming week:

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SUBJECT: Weekly Report for Period Ending 25 May 1984

25X1 b. On Wednesday afternoon, 30 May, the DDA will attend a
farewell reception at the Pentagon hosted by the Secretary of
Defense for

25X1 c. On Friday afternoon, 1 June, the DDA and ADDA will
attend the Ribbon Cutting Ceremony for the building addition at
NPIC.



Harry E. Fitzwater

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SUBJECT: Weekly Report for Period Ending 25 May 1984

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